



Dept of Planning & Community Development
25 West Main Street, Auburn, WA 98001
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City of Auburn Housing Repair Program

DEAR HOMEOWNER:

Attached is a City of Auburn Housing Repair Program application for low-income homeowners. This program provides eligible homeowners grants up to \$5,000 for emergency home repairs. These grants enable homeowners to remain in safe and comfortable housing. Leaky roofs, foundation repair, unsafe stairs, floor repair, access for the physically impaired, weatherization and heating system repairs are examples of work funded with Home Repair grants.

The City of Auburn does not perform the housing repairs; instead, it hires local contractors and vendors to do the work. If you are awarded a grant, then a Building Inspector will look over your home to determine what needs to be done to make the property meet the City of Auburn's Housing Quality Standards. The City of Auburn will solicit quotes and hire a qualified contractor or vendor on behalf of the homeowner. The City of Auburn pays the contractor directly. You will not pay for anything yourself, unless you want extra work done that is not covered under the program.

Auburn's Housing Repair Program is a voluntary program. While there is no application deadline for this program, funds for this program are limited. Eligible applicants will be taken on a first-come, first-serve basis, according to the priority system established by the City.

Should a project be determined to not be feasible because it exceeds the amount of the grant or failure to meet any of the program's eligibility criteria or the applicant refuses the assistance offered; then the City retains the right to reject the application.

To be eligible for a grant, you must own or be buying a single-family residence or manufactured home; you must have lived there for at least a year, and you must meet the income requirements of the program. Your home must be within the Auburn city limits, and it must be your principal residence. ***Proof of household income and of ownership are required as part of the application.***

If you think you are eligible for this program and want to participate, please fill out the attached application, attach proof of income and ownership, and return it to the Auburn Planning Department at City Hall. If you have any questions, please contact the Auburn Planning Department at 253-931-3090.

If you are approved, the Program Administrator will contact you to make an appointment for an inspection. If you are not eligible for the program, or if your application is incomplete, then the Program Administrator will inform you as soon as possible.



DEPARTMENT OF PLANNING, BUILDING AND COMMUNITY

HOME REPAIR ASSISTANCE PROGRAM APPLICATION

Home Repair
Department of Planning, Building and Community
City of Auburn
25 West Main
Auburn, WA 98001

For more information
Call: (253) 931-3090

HOUSEHOLD INFORMATION			
Name of Applicant:		Date of application:	
Home Phone:		Work Phone:	
Name of Property Owner:			
Street Address:		City/Zip	
Type of ownership verification (deed, tax bill, etc): Attach copy of proof of ownership			
INFORMATION ON DWELLING			
In what year was this home built?		How long have you lived in this home?	
Type of Structure (i.e., Single Family; Townhouse; Condo; Mobile Home; Manufactured Home):			
Is this home on a septic system? <input type="checkbox"/> Yes <input type="checkbox"/> No			
DEMOGRAPHIC INFORMATION			
Age:	SEX: <input type="checkbox"/> M <input type="checkbox"/> F	Female headed Household <input type="checkbox"/> Yes <input type="checkbox"/> No	Is anybody who lives in the home disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No
Ethnicity <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> African American/Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Caucasian		Age of Head of Household <input type="checkbox"/> Under 60 <input type="checkbox"/> 60 – 74 <input type="checkbox"/> 75 and over	
		Number Living in Household <input type="checkbox"/> Adults _____ <input type="checkbox"/> Children _____	
REPAIRS			
Type of Housing Repair Requested: <input type="checkbox"/> Emergency Home Repairs <input type="checkbox"/> Accessibility <input type="checkbox"/> General Repairs <input type="checkbox"/> Code Compliance <input type="checkbox"/> Weatherization			
Please describe the repairs that you want this grant to fund:			

MEMBERS OF THE HOUSEHOLD**Names and ages of all living in dwelling: {use additional paper if necessary}**

Name: _____	Birthdate: _____	Age: _____
Name: _____	Birthdate: _____	Age: _____
Name: _____	Birthdate: _____	Age: _____
Name: _____	Birthdate: _____	Age: _____
Name: _____	Birthdate: _____	Age: _____
Name: _____	Birthdate: _____	Age: _____

INCOME VERIFICATION

18 and older: Please attach documentation of ALL sources of income including most recent Federal Tax Return, paychecks for the last two months, or statements of monthly unemployment benefits, Social Security, retirement or private pensions.

\$ _____

Assets for the entire household: Please attach a copy of a recent statement of the applicant's banking, savings and/or investment account(s). It is not necessary to disclose social security numbers or bank account numbers. The statement must contain the name and address of the applicant.

\$ _____

Proof of Home Ownership: Documents proving home ownership can include property tax assessments, deeds, mortgages, promissory notes, or real estate contracts. For mobile homes please send copies of the title or registration certificate.

\$ _____

INCOME LIMITS

If your GROSS income (before taxes) is less than the amount shown for the family size listed on the left, you may qualify for the Home Repair Program. (2006 Income Guidelines for HUD Programs)

Household Size	Annual Income	Monthly Income
1 Person	\$27,250	\$2,271
2 Person	\$31,150	\$2,596
3 Person	\$35,050	\$2,921
4 Person	\$38,950	\$3,246
5 Person	\$42,050	\$3,504
6 Person	\$45,200	\$3,767
7 Person	\$48,300	\$4,025
8 Person	\$51,400	\$4,283

TERMS AND CONDITIONS OF THE GRANT

Initials	Your initials acknowledge that you understand and agree to the following:
	Auburn's Housing Repair Program is a voluntary program. The applicant is not obligated to accept the assistance offered and may reject the grant. Eligible applicants will be taken on a first-come, first-serve basis, according to the priority system established by the City
	Should a project be determined to not be feasible due to a lack of funding or failure to meet any of the program's eligibility criteria or the applicant refuses the assistance offered; the applicant understands the City retains the right to reject the application.
	Auburn's Housing Repair Grant has a term of 180 days (6 months) and may be extended to no more than 18 months. Following the termination of the grant, the applicant is not eligible for another Housing Repair Grant for another 18 months. In other words, an applicant is eligible for only one grant every three (3) years.
	With the prior-approval of the Program Administrator, additional work may be added to the grant provided that (1) the work is an eligible activity, (2) the total amount expended does not exceed the original grant award, and (3) the amended term of the grant is no more than a total of eighteen (18) months from the approval date of the application.
	The grant applicant agrees to allow the City, or its designee, inspect the property.
	The grant applicant agrees that the property will meet the City of Auburn's Building Codes and Housing Quality Standards. All rehabilitation work (improvements) must comply with currently approved building codes
	The applicant agrees to notify the Auburn's Housing Repair Program of any material change in the Applicant's financial condition, ownership of property or other circumstances that may affect the Applicant's eligibility for a Housing Repair Grant.

AGREEMENT

I/We, the undersigned, hereby certify that the above statements are correct and accurate at the time of execution of this application and understand that any persons giving false information will be subject to a penalty of perjury. It is hereby acknowledged that a minimum Housing Code inspection is required before I/We receive approval for a repair grant or loan, and that additional inspections may be required to determine cost estimates of eligible repairs.. I/We also authorize the City of Auburn to confirm the above information by securing verification of income from the issuing sources(s) and/or employers, and verification of ownership from title reports or motor vehicle ownership records.

Your Signature _____ Date _____

If you have any questions, please call the City of Auburn, Home Repair Program at (253) 931-3090.

FOR OFFICE USE ONLY

Approved _____ **Rejected** _____

Approval/Rejection Date: _____

☐ **Major Repair** ☐ **Minor Repair**

Priority: 1 ☐ 2 ☐ 3 ☐ 4 ☐

Grant Amount: _____

Program Administrator: _____

Comments: _____
